

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day]. This decision was not an easy one and comes with a mix of emotions as I reflect on my time here.

On one hand, I am excited about the new opportunities that lie ahead; on the other, I will deeply miss the incredible team and the environment I have been fortunate to be a part of. I have learned and grown so much during my tenure, and I am genuinely grateful for all the support and mentorship I have received.

Thank you for the opportunities for professional and personal development. I look forward to staying in touch, and I hope we can cross paths again in the future.

Wishing you and the team all the best.

Sincerely,

[Your Name]